FLOIS User Guide

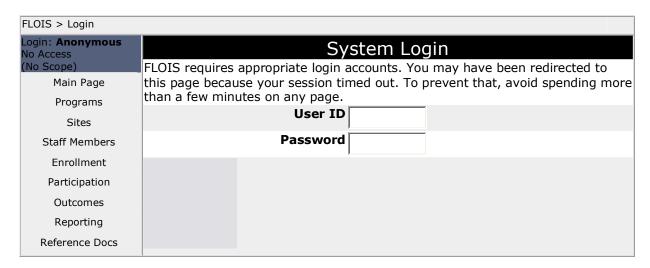
Family Literacy Online Information System

Part 2

- > Adult Participation
- Child Participation (Preschool)
- > Child Participation (School-Age)

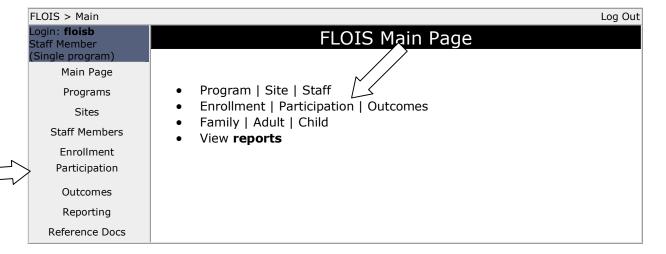
Logging in to FLOIS

Go to www.bobpopp.com/flois. Type in your USER ID and PASSWORD.



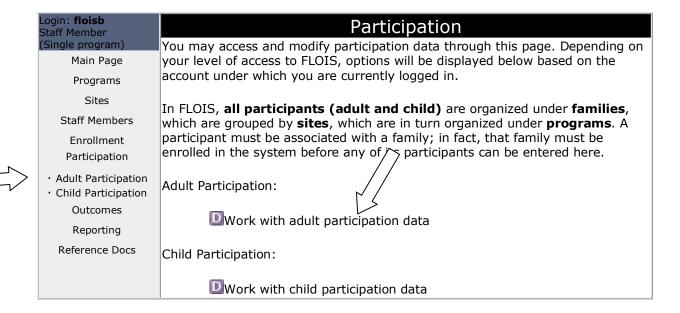
When you click the LOGIN button, FLOIS will take you to the main screen. In this section of the FLOIS Manual, you will find instructions for adding participation information for adults and children.

On the FLOIS Main Page, click on the link to add Participation Information. As on many FLOIS pages, you can navigate by using the links on the left side of the page, or by the links in the center of the page.



Adult Participation

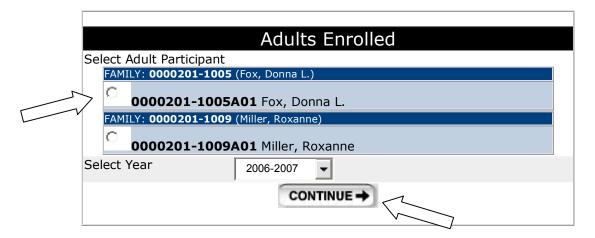
When you click on the Participation Link, FLOIS takes you to the Participation screen shown below. We will go through the steps for entering adult participation data into FLOIS. Click the link for Adult Participation.



The next screen asks you to select the site. In this example, we will select the Family Learning Center and click Continue.

Adult Participation: Select Site		
You have access to participation data within multiple sites. To proceed, select the site.		
Select Site	0	Family Literacy Center [0000201] - 5 families
		FLC Evening Program [0000203] - 0 families
	0	Lyon Street [0000204] - 1 family
	0	Morningside Center [0000211] - 6 families
CONTINUE →		

The next screen will ask you to select one of the adults enrolled in the site. In this example, we will choose Donna Fox and click Continue.



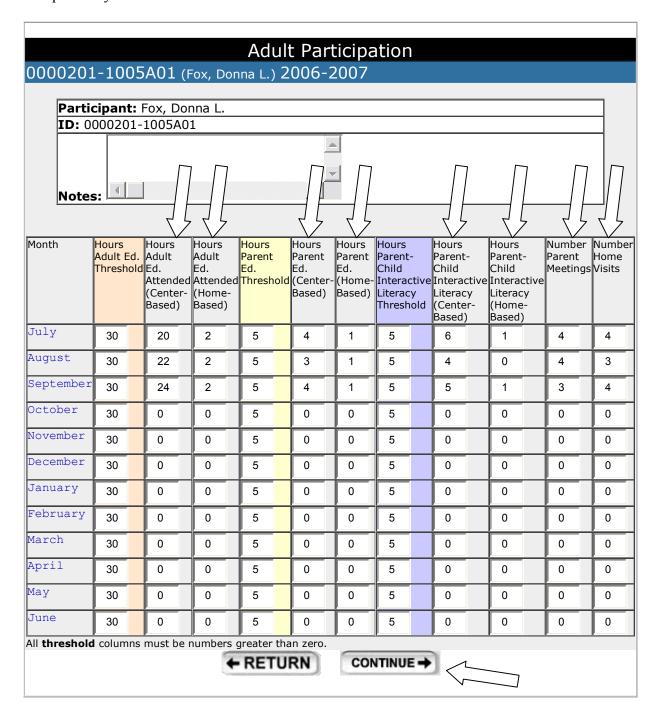
The next screen shows a table for entering attendance data for the twelve months of the program year, beginning in July and ending in June. For each adult, you will enter the number of hours of participation for the month for:

- Adult Education completed in center based settings.
- Adult Education completed in home based meetings.
- Parent Education completed in center based settings.
- Parent Education completed in home based meetings.
- Interactive Literacy completed in center based settings.
- Interactive Literacy completed in home based meetings.

You will also record the number of parent meetings attended and the number of home visits completed. The table for recording adult participation is shown on the following page.

You will notice that the table also contains "threshold" hours for each of the service categories. We will address the meaning of the thresholds in future FLOIS trainings. For now, leave the thresholds as they appear. Do not change the threshold values until you have participated in the FLOIS training on thresholds.

Fill in the hours of participation, number of parent meetings, and number of home visits completed by this adult and click Continue.



The next page shows a series of charts that present the adult's participation in family literacy services. Monthly performance is compared to the thresholds for each component. The thresholds are the suggested minimum number of hours of participation for adults in family literacy programs.

Click Finish.

The next page gives you the option of entering participation data for another adult, or entering participation data for a child.

Participation

You may access and modify participation data through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **all participants (adult and child)** are organized under **families**, which are grouped by **sites**, which are in turn organized under **programs**. A participant must be associated with a family; in fact, that family must be enrolled in the system before any of its participants can be entered here.

Adult Participation:

Work with adult participation data

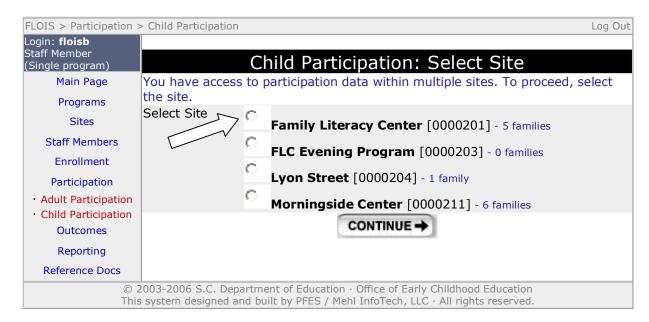
Child Participation:

DWork with child participation data

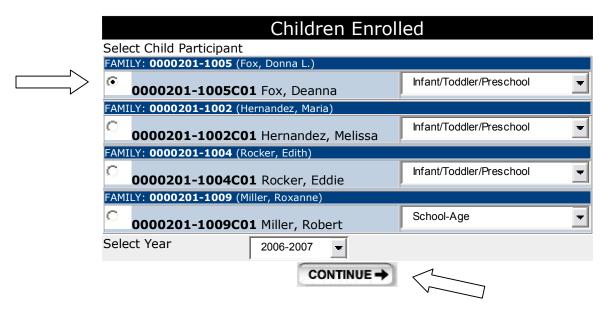
Click on the link to Work with child participation data.

Child Participation (Preschool)

The first step in entering a child's participation data is to choose the site where the child is enrolled. In this example, we will enter data for a child entered in the Family Literacy Center. Click the link for the site.

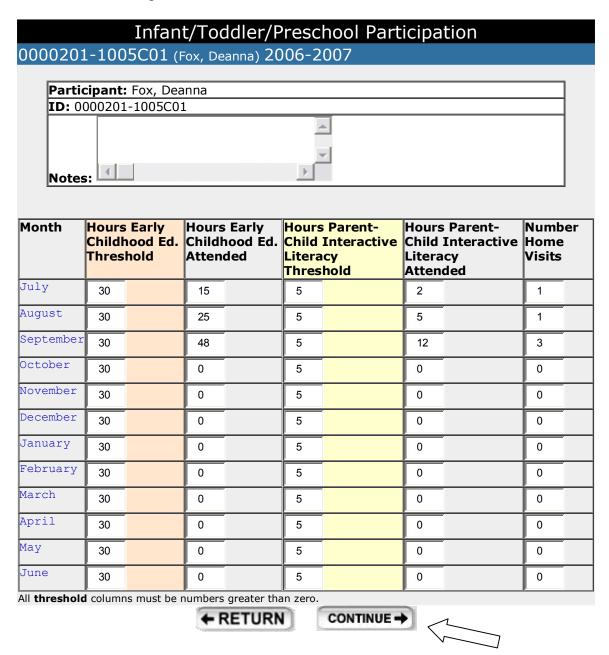


Select the child. In this example, we will enter participation data for Deanna Fox, a child who has not yet entered kindergarten. Click Continue.



FLOIS will present a table where you can record the child's participation in services. Record the child's hours of early childhood services for the month, hours of interactive literacy, and the number of home visits.

The table also contains "threshold" hours for early childhood and interactive literacy. We will address the meaning of the thresholds in future FLOIS trainings. For now, leave the thresholds as they appear. Do not change the threshold values until you have participated in the FLOIS training on thresholds.



Click Continue to go on to the next page in FLOIS.

The next page shows a series of charts that present the child's participation in family literacy services. Monthly performance is compared to the thresholds for each component. The thresholds are the suggested minimum number of hours of participation for adults in family literacy programs.

Click Finish.

The next page gives you the option of entering participation data for another adult, or entering participation data for a child.

Participation

You may access and modify participation data through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **all participants (adult and child)** are organized under **families**, which are grouped by **sites**, which are in turn organized under **programs**. A participant must be associated with a family; in fact, that family must be enrolled in the system before any of its participants can be entered here.

Adult Participation:

DWork with adult participation data

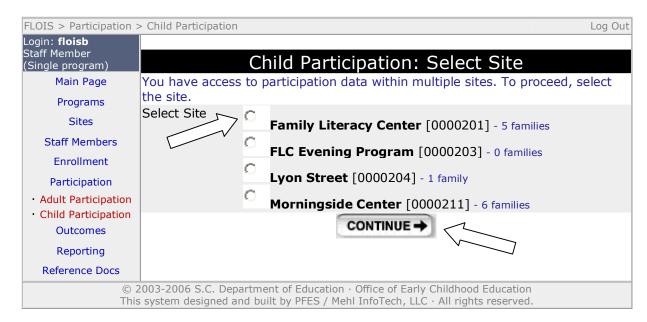
Child Participation:

DWork with child participation data 4

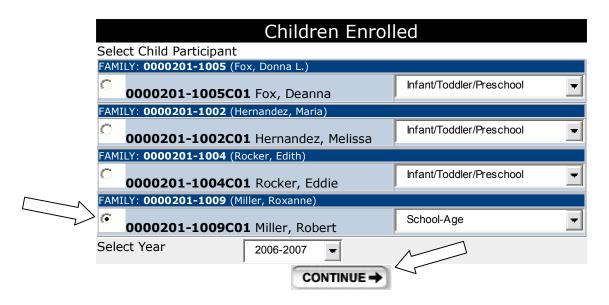
Click on the link to Work with child participation data. The next section of the manual will illustrate how to enter participation data for school age children.

Child Participation (School Age)

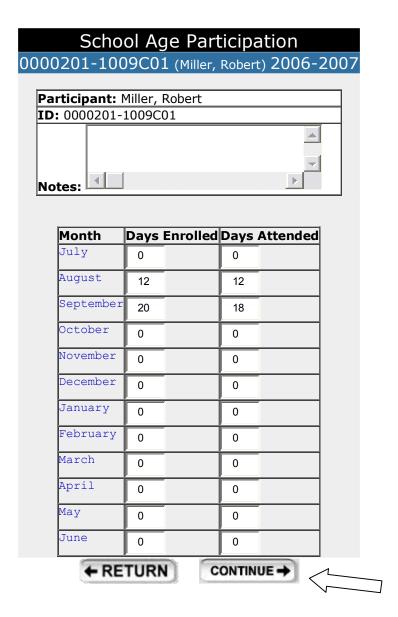
The first step in entering a school age child's participation data is to choose the family literacy site where the family is enrolled. In this example, we will enter data for a child entered in the Family Literacy Center. Click the link for the site.



Select the child. In this example, we will enter participation data for Robert Miller. Click Continue.



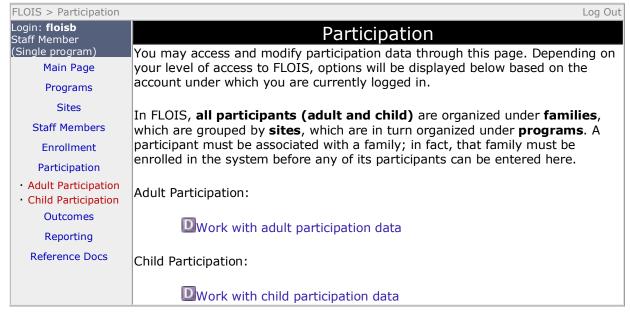
FLOIS will present a table where you can record the child's school attendance. Record the child's monthly days of enrollment and days attended. Then click Continue.



The next page shows a chart that presents the child's participation in family literacy services. Click Finish.

FLOIS will return you to the Participation page. You have the option of entering participation data for more adults and children. When you are finished, click Log Out to terminate your FLOIS session.





What should I do next?

- 1. Make sure that your program, site, and staff information is correct and up to date.
- 2. Make sure that the enrollment information for families, adults, and children is complete and correct.
- 3. Enter participation data for adults and children on a monthly basis.

Where can I get help?

Contact Ruth Nodine by email, phone, or fax with your question.

Ruth G. Nodine, Even Start State Coordinator SC Department of Education Office of Early Childhood Education Landmark II, Suite 101 3700 Forest Drive Columbia, SC 29204-4010 Phone: 803-734-3540

Fax: 803-734-8343

E-Mail: rnodine@ed.sc.gov

If you receive an error message while working in FLOIS, please copy the message into a Word file and send an email to Ruth Nodine with that file attached. The FLOIS programmers will address the problem and notify you when it is fixed.